

Willie Brown Elementary School

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Marilyn Varner
Principal

Renee Fleming
Assistant Principal

Dear Parents/Guardians:

October 3, 2006

With all of the events happening in our schools nationwide these past few weeks, I would like to take a moment to review the safety/security precautions we have in place at WBE. It is very important for these policies to be reviewed and followed.

- If you are visiting the campus, you are to come to the main office and sign in on the computer and wear an ID badge. This is required even if you are only coming in to visit your child for just a few minutes.
- All doors to the outside are to remain locked during the school day with the exception of the door to the main office. If you are coming up to the school during the day, you **MUST** use the main front door only. Please do not go to a different door and try to get a student or teacher to open it for you.
- Please do not prop a door open so that you can get back in. All exterior doors are to be locked and pulled shut at all times.
- When you are visiting the campus, please be watchful for the visitor sticker that everyone needs to wear. If you see someone who has not registered through the office and they are not wearing an ID sticker, please make a staff member aware so we can get them properly registered in the main office.
- MISD has district-wide procedures in the event of emergencies (weather, lock-downs, fire, etc.). The students and staff have 'practice' drills throughout the school so they are familiar with knowing what to do in the event of an emergency.

It is our policy that it is better to be "safe than sorry". At WBE, the safety and security of your children is our top priority. Please help us by abiding by our policies and please share this information with grandparents or other family/friends who may be visiting your child while they are at school.

Sincerely,

Marilyn Varner
Principal